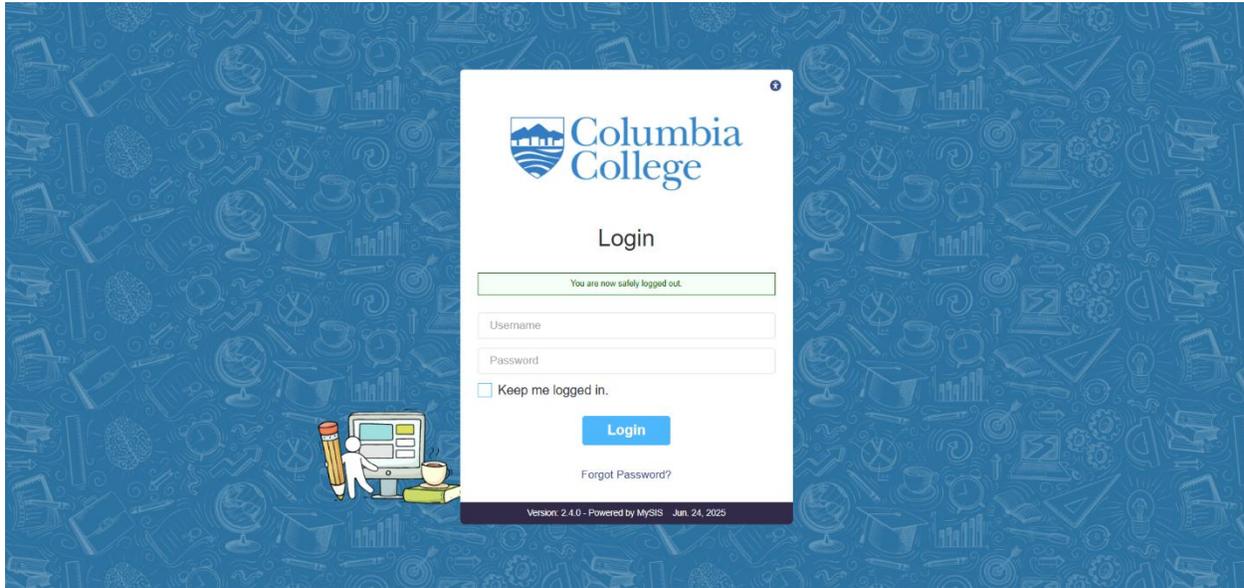


How to request Authorize Leave

1. Login with your Student Portal/ Moodle credentials on MySIS



2. Click “🏠” OR “▶”

A screenshot of the Columbia College MySIS student portal dashboard. At the top left is the Columbia College logo. To its right is a navigation bar with a home icon (🏠) and a right arrow icon (▶). A text box with an orange arrow points to these icons, containing the text "You can select either option to toggle the menu". The user's name "Zakari Shota" and ID "2580003" are visible in the top right corner. Below the navigation bar is a black banner with a green dot and text: "Enrollment now open for term: Fall 2025 Test. Click here to enroll in your courses. Enrollment will close on June 27, 2025 at 00:00". Below the banner is a "Welcome to Columbia College!" message. The main content area is divided into two columns. The left column contains a "Welcome" message and "This is to your new portal". The right column contains a "MY COURSES" section with a table of courses and a "GPA CALCULATOR" section with input fields for course, grade, and credits, and a table showing "Total Credits: 0.00", "Scenario CGPA: 0.00", and "Current CGPA: 0.00".

Course	SUN	MON	TUE	WED	THU	FRI	SAT
ASTR-L-101 LAB #725-01 Astronomy Lab 100			18:00 19:00				
ASTR100 LAB #725-01 Introduction to Astronomy		11:00 12:00		11:00 12:00		11:00 12:00	

Course	Grade	Credits
-- Select Course --	--	
Total Credits:		
0.00	Scenario CGPA	Current CGPA
	0.00	0.00

3. Select “Request Forms”

The screenshot shows the Columbia College student portal. The left sidebar contains a menu with the following items: My Profile / Settings, My Courses, My Records, Workshops, Request Forms, and Library Resources. The 'Request Forms' item is highlighted with an orange arrow. The main content area displays a welcome message and a 'MY COURSES' section with a table of courses and a 'GPA CALCULATOR' section.

Course	SUN	MON	TUE	WED	THU	FRI	SAT
ASTR-L-101 (LAB F725-01) Astronomy Lab 100			10:00 10:00				
ASTR100 (JECF F725-01) Introduction to Astronomy		11:00 12:00		11:00 12:00		11:00 12:00	

Course	Grade	Credits
-- Select Course --	--	+
Total Credits: 0.00	Scenario CGPA 0.00	Current CGPA 0.00

4. Under “Request Forms”, select Term Leave of Absence.

The screenshot shows the Columbia College student portal with the 'Request Forms' menu expanded. The 'Term Leave of Absence' option is highlighted with an orange arrow. The main content area remains the same as in the previous screenshot.

- Associate Degree Document Request Form
- Course Outline Request Form
- Extended Leave of Absence
- High School to UT Application
- Immigration Letter Request
- Readmission Application
- Request Refund
- Term Leave of Absence
- Transcript Request Form
- Tuition Installment Plan Request
- Update Address Information
- Update Social Insurance Number (SIN)

5. Complete all the necessary fields. Then, select “Continue”

The image shows a web form titled "TERM LEAVE OF ABSENCE". On the left is a dark sidebar with navigation links such as "My Courses", "My Records", "Workshops", "Request Forms", and "Library Resources". The main content area has a breadcrumb "Home > Term Leave of Absence" and the form title "TERM LEAVE OF ABSENCE".

The form contains several sections:

- * Program of Study:** Radio buttons for "University (UT or Associate Degree)" and "High School".
- * Registration Status:** Radio buttons for "Registered full-time", "Registered part-time", and "Not Registered".
- * Please specify the semester you are applying to take Authorized Leave:** A dropdown menu currently showing "-- Select Admission Term --".
- * Reason for Authorized Leave:** Radio buttons for "Medical Reason", "Family reason", and "Other".
- * Please provide a detailed written statement explaining why you require an Authorized Leave:** A large text input field.
- Please upload any documentation which verifies the circumstance you have described in your written statement:** A file upload area with a "Choose File" button and the text "No file chosen".

Below the form is a section titled "BY SUBMITTING THIS AUTHORIZED LEAVE REQUEST FORM, I CONFIRM AND ACKNOWLEDGE THAT:" followed by four checkboxes:

- I understand that I may be contacted by a member of Student Services and asked to provide additional information or documentation to support this application
- The details included in this request form are true and accurate
- The submission of false information on this Authorized Leave request form will be considered a form of misconduct and investigated and penalized accordingly
- The submission of this request form does not guarantee that the request will be approved

At the bottom right of the form, a blue button labeled "Continue" is circled in orange, with an orange arrow pointing to it from the right.